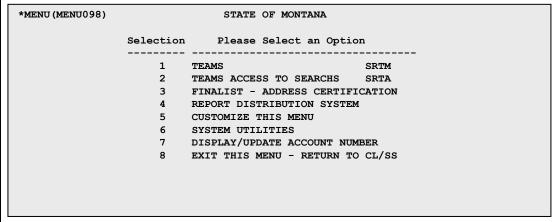
Logging On and Off TEAMS

To LOG ON to TEAMS:

Step	Action				
1.	Double-click the 'BlueZone' icon. The Entry Validation (Logon) screen is displayed:				
	the use policies located at: This computer system contains and is limited to authorized inspected by authorized perso such inspection at the discre	http://itsd.mt.gov/psensitive U.S. and personnel only. Any minel. By using this ation of authorized pation of state law 48, United States Cook inauthorized use of the distribution of more than cate your consent to	State government information uses of this system may be system, the user consents to personnel. 45-6-311, MCA, and prohibited de, Public Law 99-474 and this system may result in s. Federal punishment may 10 years, or both.		
2.	Type in your assigned system ID	(C number) in the US	SERID field.		
3.	Press TAB once. Type the passw Your password will not be displa		signed or have established for yourse security reasons.	lf.	
4.	If required, tab to the Account N	umber field, and enter	r your account number. Press Enter.		
5.	If logon is successful, a message	will display instructing	ng you to press Enter to continue.		
6.	-	menu, use the Tab or Arrow keys to place your cursor on the S" line. Press Enter when your cursor is on that line.			
	Description	Session ID	Type Status		
	DB11 TEAMS 16.0 TEST CICS PRODUCTION CICS REPORT DISTRIBUTION ON S		Multi Multi Multi		
				_	

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7. Choose TEAMS from the State of Montana Menu by typing the number of that option in the COMMAND line. The TEAMS Logo screen will display.



On the logo screen, be sure to read the Message of the Day. It provides important information about system availability and other issues.

```
MESSAGE OF THE DAY:
TIMELY NOTICE CANNOT BE GIVEN FOR NOVEMBER BENEFITS.

* * THE LAST DAY FOR ADEQUATE NOTICE IS 10-27-11.
--> TEAMS WILL GO DOWN AT 5:30 ON WEDNESDAY, OCTOBER 26 FOR ISSUANCE.

PRESS ENTER TO CONTINUE
```

8. When the screen with the "TEAMS" logo appears, press Enter. The System Selection (SYSE) Menu will display, which is the first TEAMS screen.

To LOG OFF of TEAMS:

- NOTE: It is important to follow these instructions completely to ensure that your mainframe session does not remain active even after you have closed the window.
- Leaving that session active could cause your county to incur additional costs even though you are no longer using TEAMS.
- Whenever you are signed on but are not using the system, you could be preventing another
 user from accessing it, because only a limited number of sessions are available. At times,
 people have been unable to sign on to TEAMS due to people leaving sessions hanging.

Step	Action	
1.	Press the PAUSE key (near the number pad). Pause Break	
2.	If you see the NORE screen, type 'QUIT' in the Nexting field if you don't want to prepare notices now.	

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- 3. If you see a blank screen, press F3, and continue pressing F3 at each menu (CL/Supersession Main Menu, Exit Menu) to continue "backing out" of the system.
- 4. When you see the 'Exit Menu,' make sure your cursor is next to Option 1, Exit. Then press Enter. (You may type an X next to Exit, if desired, but this is not necessary.)

```
KLSEXIT1 Exit Menu

Type a selection number or position the cursor on a line and press ENTER.

1. Exit (X)
2. Resume (R)

Command ===>
```

You should now be at the Entry Validation (logon) screen, but you're not done yet!

Click on the "File" pull-down menu, and select "Exit."



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To Change Your Mainframe Password:

• Note: You will be prompted to change your mainframe password every 60 days.

Step	Action					
1.	Type your User ID and the 'old' password on the Entry Validation (Logon) screen.					
2.	Tab to the 'CHANGE PASSWORD?' Field, and type Y. Press Enter. A box will be displayed that enables a new password to be specified.					
	KLGNPWD1 Change Password Type in your new password twice, and press ENTER. Enter new password Verify new password ACF01137 C89999 LAST SYSTEM ACCESS 14.26-09/08/08 FROM TERM1898					
3.	Type your new password on the first line, but before pressing Enter, tab to the next line and type it again to verify it. Then press Enter. You should see the message:					
	Host: AOS2 Device: TCP01609 Userid: C89999 Time: 13:59:40 ACF01129 PASSWORD SUCCESSFULLY ALTERED Press ENTER to continue					
	Press Enter to continue.					

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